



IT TRAINING COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and coordinate all information technology related training activities and curriculum for the City, and perform related technical development duties.

Supervision Received and Exercised:

Receives direction from the Customer Support Supervisor or from other supervisory or management staff.

Exercises technical and functional supervision over vendors and contract staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of Information Technology's goals and objectives; establish schedules and methods for functional activities; implement policies and procedures
- Specify, develop and maintain all aspects of end user computer training.
- Exercise technical and functional supervision over the work of outside consultants, vendors and contract staff involved in training module design, and specialized course development and delivery; and assist in the provision and coordination of staff training.
- Interface with executive level management in the development of training programs for either Citywide issues or departmentally specific training needs; creates and coordinates training system modeling and deployment.
- Design, update and maintain IT training web page; develop and maintain web server in support of all training systems; design new training models as required.
- Serve as a member of the Tempe Learning Center's governing board.

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IT Training Coordinator (continued)

- Evaluate operation and activities within assigned area of responsibility; stay abreast of new learning systems, technology and methodology.
- Prepare and present administrative and technical reports on new and improved methods of training activities.
- Participate in the development, administration and control of the IT Training budget as it relates to training functions.
- Assist in preparation of technical data for bids and purchase requests; and participates in the negotiation of special course training contracts.
- Integrate IT training activities with other department and outside organizations.
- Attend professional meetings and seminars as required.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of professional level experience coordinating IT training activities and curriculum.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer information systems, business administration, public administration or related field.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 2126

Salary Range: 37

FLSA: Exempt